

28 August 1980

On file, GSA release instructions apply.

MEMORANDUM FOR: All CRD Reviewers

FROM: [REDACTED]

Chief, Classification Review Division

SUBJECT: Systematic Classification Review at NARS and WNRC

RECISION: The Memo for All CRD Reviewers dated 23 April 1980 same subject, is hereby rescinded.

1. National Archives and Records Service (NARS) personnel are constantly processing and reviewing the classification of records accessioned to NARS by various U.S. government agencies to get them in proper order and declassify them so that they can be made available to the public. One of the responsibilities CRD has is to review CIA documents and CIA information found in the records of other U.S. government agencies now being processed by NARS to determine whether or not the CIA information can be declassified. This is one of the most serious responsibilities that we have in CRD. When we review our own CIA-held records, those records will be placed back in CIA Archives and probably won't be seen again for many years. Our review actions at NARS, however, form a part of the process of preparing records for release to the public and when we declassify a document, that document could be in the public domain very quickly. The classification actions we take at NARS therefore, represent CIA's final decision whether or not a particular document or bit of information will continue to be protected and once declassified information has been released to a member of the public it cannot be reclassified.

2. SCHEDULING: CRD reviewers will be formed into teams and will be scheduled for NARS (Pennsylvania Avenue National Archives Building) or for Washington National Records Center (WNRC, Suitland). When new reviewers are assigned to CRD they will learn the review procedures by working on CIA-held material. Only after they have demonstrated an acceptable level of competence in that work will they be assigned to a NARS team, and will go with experienced reviewers to NARS to become familiar with the requirements and procedures there. When the new personnel have become proficient and demonstrate a good level of competence and productivity in systematic classification review at NARS/WNRC, they will be made regular team members.

3. Teams are made up to get the broadest possible background and experience but we must also consider car-pooling convenience for cost effectiveness. Team leaders are selected primarily on the basis of length of experience in reviewing records at NARS. Teams will go to NARS (Pennsylvania Avenue) and WNRC (Suitland) on rotation (Team A, Team B, Team C, etc.) each Wednesday. If there is insufficient work for a full day, NARS personnel will notify us. The team scheduled for that week will then be put at the bottom of the rotation list and will miss that turn. This should not happen often, however, because NARS

prefers a regular schedule and has assigned one employee, Mr. Ken Schlessinger at NARS and Mr. Reggie Washington at WNRC, to be the coordinator for CIA material and to prepare sufficient material for each week's review. Since reviewers will be scheduled long in advance for the review, there should be a minimum of scheduling conflicts. Should a problem arise, however, the reviewer should report it to his Branch Chief who will make alternate arrangements in coordination with C/CRD/OPS. The person who drives to WNRC is paid for actual mileage less the distance between his residence and our offices in Rosslyn. To be reimbursed, give the CRD Secretary your name, date of travel, number of miles driven to and from WNRC, and the distance between your residence and Rosslyn. The CRD Secretary will submit all such claims once each month. Travel to NARS is accomplished via Metro and it can be done after coming to the office. The travel expense on Metro is reimbursable. Simply give the CRD Secretary the date, purpose and cost of metro travel.

4. TRAVEL: As noted above, a major consideration in selecting teams is to assure their ability to car pool and normally you will be expected to travel together. If designated team members are unable to car pool regularly they should advise C/CRD/OPS for possible change in team assignment. Exceptions to car pooling will be made in those circumstances where it is obviously impractical because of a temporary consideration. In such cases clear it with your Branch Chief. To park at WNRC you must use the non-reserved or visitors' parking spaces and get a Temporary Parking Pass in Room 121 or, the Declassification Branch office can help you in this, and place it on the dash. We are unable to get long-term parking permits because of the new rules that federal employees pay for their parking. Be sure to get a parking permit and put it exposed in your car because the police will ticket cars which do not display a permit.

5. REVIEW MATERIALS: Copies of applicable CRPs, pads of 4023A forms, copies of the reviewer's daily statistics sheet, and the necessary stamps have been placed in a Review Kit that will be kept in a safe at both NARS and WNRC. The material in the Kit is classified CONFIDENTIAL and will be handled and stored accordingly. Pay particular attention to protection of this material during lunch periods. Paper, pens, felt-tipped pens, and other such materials are available and will be furnished by NARS and WNRC personnel.

6. REVIEWING: The following is a general guideline for conducting our review work at NARS. It is intended to smooth out our joint effort with NARS and provide for consistency in review procedures. The procedures are developed by NARS and we will find deviations in these procedures because of changes in NARS personnel and other factors operating there. Any procedural questions or points which come up should be discussed with our primary contacts who currently are Mr. Ken Schlessinger at NARS and Mr. Reggie Washington at WNRC. On procedural questions we should be as accommodating with NARS as possible and when significant points come out of such discussions coordinate them with C/CRD/OPS. In the area of determining classification status however, remember that we adhere strictly to CIA rules and guidelines to reach our decisions. Any question that arises concerning a classification action should be discussed among team members and if it cannot be resolved in that way it should be brought back to CRD for CRD action. The review guidelines are as follows:

- a. We do not write or stamp anything directly on the documents.
- b. CIA documents are reviewed for declassification at NARS and WNRC the same as those in CIA-held records:

(1) If the CIA document can be declassified, put the following stamp on the Worksheet and fill in the date and your employee number. (NOTE: At times we have been asked to put the stamp on both the Worksheet and the Tab which wraps around the document. If you have doubt, check with the CIA Coordinator to see how he would like it done.) In lieu of using the stamp you may write "RELEASE," the date, and your employee number:

THE C.I.A. HAS NO OBJECTION
TO THE DECLASSIFICATION OF
THIS DOCUMENT.

AUTHORITY: HR [REDACTED]

REVIEWER: _____ DATE: _____

STATINTL

(2) If the CIA document must remain classified use the following stamp filling in your employee number, the date and encircling the classification, or write on the Worksheet "HOLD at (TS, S, C)," followed by your employee number and the date:

THIS DOCUMENT CONTAINS INFORMATION
THAT THE CIA HAS DETERMINED MUST BE
CLASSIFIED AT THE LEVEL INDICATED:

TS S C

AUTHORITY: HR [REDACTED]

REVIEWER: _____ DATE: _____

STATINTL

(3) If the CIA document can be declassified from our point of view but should be reviewed by another U.S. Government agency because of derivative material, and National Archives personnel have not marked the Worksheet for such review, stamp the Worksheet and Tab with the following stamp and fill in your employee number, the date and the identity of the other agency that should also review the document.

DOCUMENT NO. _____

CIA HAS DETERMINED THAT THIS DOCUMENT
MAY BE DECLASSIFIED SUBJECT TO REVIEW
BY: _____

AUTHORITY: HR [REDACTED]

REVIEWER: _____ DATE: _____

STATINTL

(4) Complete a form 4023A on each CIA document reviewed whether it is declassified or remains classified. See CRP 80-4 for instructions for filling out the 4023A form on CIA documents encountered at NARS and WNRC.

c. Documents of other U. S. Government agencies which contain derivative or other material of interest to CIA are treated as follows:

(1) If the CIA information can be declassified put the following stamp on the Worksheet and fill in the date and your employee number (or write "RELEASE" followed by your employee number and the date):

THE C.I.A. HAS NO OBJECTION
TO THE DECLASSIFICATION OF
THIS DOCUMENT.

AUTHORITY: [REDACTED]

REVIEWER: _____ DATE: _____

STATINTL

(2) If the document must remain classified to protect the CIA derivative information, put the following stamp on the Worksheet and fill in the level of classification required, the date, and your employee number, or write "HOLD AT (TS, S, C)," followed by your employee number and the date:

THIS DOCUMENT CONTAINS INFORMATION
THAT THE CIA HAS DETERMINED MUST BE
CLASSIFIED AT THE LEVEL INDICATED:

TS S C

AUTHORITY: HR [REDACTED]

REVIEWER: _____ DATE: _____

STATINTL

d. Several series of finished intelligence have already been reviewed in record copy and are available in the DARE system for reference. NARS will be given an unclassified printout of the ORE and IM series and should be able to take action on these without reference to the CRD Review Team. Examples of other finished intelligence in DARE are: CIA/RR-GR, ONE Staff Memos, ER, M, G/E, CIA/RR GM, CIA/RR, G/E, G/I, CIA/RR-MR-, MR, and CIA/RR PR. The major part of this type material is not being declassified and therefore printouts will not be made and sent to NARS. If you encounter any of these materials, make a list and when you return to our office check the microfiche to see what, if any, review action has been taken. Give the details to the next team scheduled to go so they can take the necessary action.

e. The Director's letter to NARS dated 16 October 1978 (copy in the kit) identified all unevaluated intelligence reports as requiring continued protection. This covers all the Agency reports series including the [REDACTED], etc. NARS personnel therefore, will automatically withhold these reports and we should not have to review them. This does not mean that mistakes won't happen or that NARS personnel may have a question about such a report. Also bear in mind that NARS has agreed to automatically withhold documents of other agencies like State or the military services which contain CIA intelligence information. But again, they may have questions or problems in properly identifying this derivative CIA material so we may see some of it. Where

STATINTL

appropriate you should brief our NARS' contacts to help them better understand what material falls within these specific categories.

f. Keep statistics on the work you do at NARS and WNRC. This should include the following details:

- (1) Total number of CIA documents/pages reviewed;
- (2) Number of CIA documents held (not declassified);
- (3) Number of CIA documents released (declassified); and
- (4) Total number of non-CIA documents/pages reviewed that contained information originated by or of interest to CIA, and of that total, the number of which we have an OBJECTION to declassification and the number for which we have NO OBJECTION to declassification.

STATINTL



Attachments:

1. CRP 80-4 Procedure to complete Form 4023A
2. DCI Letter of 16 October 1978 on protection of unevaluated intelligence
3. Letter to NARS of 24 March 1980, agreements how to handle unevaluated intelligence
4. NARS Guidance of 13 May 1980, handling unevaluated intelligence
5. NARS Guidance of 4 August 1980, handling derivative unevaluated intelligence
6. CRP 79-37, recording of Document Number
7. CRP 79-39, recording Document Creation Date
8. CRP 79-16 recording Document Titles
9. CRP 79-13, Release of Names
10. CRP 79-8, handling documents with no classification markings
11. Guidance of 23 March 1976, handling
12. Guidance of 6 October 1977, handling
13. Guidance of 18 December 1978, handling material
14. NARS Guidelines of 5 January 1979, (NARS) coordination with representatives of other agencies
15. CRP 79-42, the ISOO 30-year waivers
16. Selected portions of the printout of codes to be used in DARE input
17. Words, abbreviations & other indicators usually connected with Classified Intelligence Sources & methods
18. CRP 80-13 dtd. 10 Nov. 80

STATSPEC

PROCEDURE FOR COMPLETION OF FORM 1023A IN PROCESSINGAGENCY DOCUMENTS AT WNRC, SUTLAND & NARS


1. The following procedure for completing Form 4023A relates only to CIG and CIA documents held at WNRC and NARS (SSU and OSS documents will be handled separately). This procedure is keyed to the attached sample Form 4023A. Documents of other U.S. Government agencies which carry derivative material from CIG/CIA DO NOT require the completion of Form 4023A.

- a. Review Date - self explanatory.
- b. Reviewer Number - use your employee number.
- c. Type of Entry - check "NEW."
- d. Job Number - this number is a composite of "NA" and the Project Control Number given to material by the WNRC and the NARS staff. Their system for assigning project numbers was revised in October 1979.

A typical number is 806027. The first two digits (80) indicate the fiscal year; the third digit (6) indicates the type of project; the last three digits (027) indicate the location of the project, i.e. 001-050 are located at WNRC and 051-100 at NARS. If more than 50 numbers are needed at either location additional numbers will be allocated. The WNRC/NARS Project Control Number will always be shown on the Declassification Review Worksheet.

To accommodate our computer, drop the first digit and add an "A" (for Archives) at the end. The CRD Job Number will thus vary according to the Project Control Number used by the WNRC/NARS staff for the review of each unique body of records. For example: at WNRC, their Project Control Number 806027 would become NA-06027A and at NARS their Project Control Number 800053 would become NA-09053A.

- e. Box Number - obtain from worksheet at WNRC or NARS.
- f. Folder Number - folder numbers are not generally used at WNRC and NARS; therefore, the constant number 001 has been assigned in order to make it compatible with our computer system. Always enter 001 as the Folder Number.
- g. Document Number - beginning with the first Agency document in each designated box being reviewed, assign Document Number "001" and continue in sequence through the last Agency document in that box. When beginning the next designated box, start

- h. Creation Date - take from the document. NOTE: At a minimum the creation date must have a month and year. If no day is given but the month and year are known, make the entry in the following manner: 001147 (November 1947). If only the year is known, enter it. Enter "13" for the month and zeros for the day.
- i. Originating Component - use originating component designation from list (if known); if unknown, use 099.
- j. Document Identification Number - from document. For uniformity, STATINTL

NO NUMBER APPEARS, LEAVE BLANK. DO NOT IMPROVISE WITH ENTRY SUCH AS "MEMO FM DCI TO ACSI."
- k. OPI - enter "99" in OPI field for all documents reviewed at NARS or WNRC.
- l. Type Document - use applicable codes.
- m. Original Classification - take from document.
- n. Number of Pages - self explanatory.
- o. Document Title - copy from document. If title is vague add (in parenthesis) additional explanation as: PEACE TREATY (GERMANY-LITHUANIA, 1922). See CRP 79-16 for further guidelines.
- p. Review Classification - according to your decision.
- q. Retention Justification - use applicable code.
- r. Next Review Date - if covered by a waiver (CRP 79-42) 30 years; if not 10.


2. Questions that arise should be discussed among team members and if a mutually satisfactory position cannot be arrived at, the matter should be referred to the appropriate Branch Chief on return to CRD. STATINTL



Chief, Classification Review Division

Approved For Release 2002/02/06 : CIA-RDP93B01194R001000180001-1

Attachment to CRP-80-4

DECLASSIFICATION WORKSHEET

a REVIEW DATE			b REVIEWER						<input type="checkbox"/> NEW c	
DD	MM	YY							<input type="checkbox"/> CHANGE (GENERAL)	
									<input type="checkbox"/> RE-REVIEW	
									<input type="checkbox"/> DELETE	

d JOB NUMBER				e BOX NUMBER		f FOLDER NO.		g DOCUMENT NUMBER				h CREATION DATE D D M M Y Y		i ORIGINATING COMPONENT	

j DOCUMENT IDENTIFICATION NUMBER										k OPI		l TYPE DOCUMENT		m ORIGINAL CLASSIFICATION		n NO. PAGES	

o DOCUMENT TITLE															

p REVIEW CLASSIFICATION		q RETENTION JUSTIFICATION		r NEXT REVIEW DATE YY		s REVIEW COORDINATION									

(10-50-51)

1023A USE PREV. FOR.

Approved For Release 2002/02/06 : CIA-RDP93B01194R001000180001-1



Washington, D.C. 20505

Received NA-N

OCT 19 1978

16 October 1978

Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
Eighth Street and Pennsylvania Avenue, N.W.
Room 111
Washington, D.C. 20408

Dear Dr. Rhoads:

I am informed that our respective staffs concerned with the systematic review of permanent records for declassification under Executive Order 11652 mutually recognize that the release to the public of unevaluated intelligence reports would pose serious security problems. A risk is posed by the release of a number of reports, on a specific country or subject, which in the aggregate reveal CIA interests and scope of operations during a given time frame. In the report format, items such as "Place Acquired" provide evidence of operations of the Central Intelligence Agency or its predecessor agencies in a particular country, and source descriptions, even though general, pinpoint sectors within a country in which agents may have been reporting to the Central Intelligence Agency. If a report is released to the public without appropriate deletion of classified information, it can be expected that the revelations of operations would disrupt the relations of the United States with the country concerned, with attendant risk to present operations.

In consideration of these risks and consistent with the oral understanding reached by our respective staffs, it is my view that unevaluated intelligence reports require continued retention of classification unless sanitized to protect intelligence sources and methods and prevent any adverse impact that declassification and release of these reports could have on the foreign relations of the United States. STATINTL

Accordingly, this is to advise you that pursuant to section 5(E) of Executive Order 11652 I have identified unevaluated [REDACTED] and field intelligence reports, STATINTL

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

24 March 1980

Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Room 18-W, National Archives Building
Eighth Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Alan:

This will confirm our agreement to handle "unevaluated intelligence" attributable to CIA, but contained in documents originated by other U.S. agencies, in the same way as is already done with CIA-originated documents containing such intelligence. When systematically reviewed for declassification, both kinds of material will be treated in accordance with the procedures already established at NARS for the items specifically cited in the letter of 16 October 1978 from the Director of Central Intelligence to the Archivist of the United States. Such material is now being identified on the corresponding NARS declassification worksheets with a stamp citing that letter, and is then processed accordingly by retention of classification and withholding from public release. It is also placed under the Information Security Oversight Office waiver specifying a thirty-year interval for its next systematic classification review.

NARS personnel usually identify CIA-attributable material, even when it is found in non-CIA documents, by application of the criteria cited in paragraph 1(a), 1(c) and 2(a) of the classified State Department instructions entitled "Words, Abbreviations and Other Indicators Usually Connected with Classified Intelligence Sources and Methods." Documents of this kind so identified at NARS, except for those already being stamped and processed as above (i.e. [REDACTED] series and other items bearing the CIA label), are now segregated at NARS for systematic classification review by CIA personnel. The vast majority so far encountered have been found in NARS Records Groups 84 (State Department Foreign Service posts) and 319 (Army Staff); they are likely to be found also in RG-59 (General Records of the State Department). Such documents include:

-- Foreign Service dispatches, airgrams (including the JOINT WEEKA series), and cables to the Department of State and to other Foreign Service posts (Embassies, Legations, Consulates-General, and Consulates), found primarily in RG-84;

-- "Official Informal" letters between Foreign Service posts and between such posts and the Department of State in Washington, also found in RG-84;

STATINTL


-- Military Attache (Army, Naval, and Air) reporting, and other communications, in RG-84 and RG-319; and

-- Reporting sourced to various U.S. military units and similar in format and style to documents in the SO and related series, primarily in RG-319 but sometimes also in RG-84.

The 16 October 1978 letter from the CIA Director notifying the Archivist of the requirement to protect unevaluated intelligence is accordingly considered applicable to all CIA-attributable intelligence reporting, whether it is contained in CIA-originated documents or in those of other U.S. Government agencies. In cases where there is any doubt as to the attributability of intelligence information in any particular documents found in RG-84, RG-319, or other records groups at NARS undergoing systematic classification review, CIA personnel will continue to review such documents individually as in the past. It is felt that these procedures will significantly expedite the systematic classification review of such material both by NARS and by CIA.

STATINTL

Sincerely yours,



Chief, Classification Review Division
Information Services Staff
Directorate of Administration



General

National Archives

Approved For Release 2002/02/06 : CIA-RDP93B01194R001000180001-1

Administration Records Service Washington, DC 20408

Date : August 4, 1980

Reply to
Attn of : NNDSubject: NND Staff Information Memo - CIA #2
Systematic review of CIA-attributable material
found in non-CIA originated documents.

TO : NNDA, NNDG, NNDR

1. The Chief, Classification Review Division of the Central Intelligence Agency has requested that we handle "unevaluated intelligence" attributable to CIA, but contained in documents originated by other U.S. agencies, in the same way as is already done with CIA-originated documents containing such intelligence. (Those procedures are specified in NND Staff Information Memo - CIA #1, "Systematic review for declassification of unevaluated [redacted] and other field intelligence reports dated after December 31, 1945 (Revised), dated May 13, 1980.) A copy of the letter detailing the types of documents involved is attached. (Letter, [redacted] to Edwin A. Thompson, 24 March 1980.)

2. Reference to such CIA-attributable material found in non-CIA documents on worksheets, withdrawal notices or in correspondence will identify the apparent source and addressee, subject, date, document and file number in the usual manner (unless such information would divulge classified information) but identify the CIA as the agency responsible for further action.

3. The Director, Information Security Oversight Office has approved the request of the Director of Central Intelligence to waive the 10-year review requirement in Section 3-401 for information in this category. The marking to be applied to such documents as are encountered in the course of systematic review shall appear as follows:

EXEMPT from declassification
per E.O. 12065, Sec. 3-4
Re-review on (enter date 30 years later)

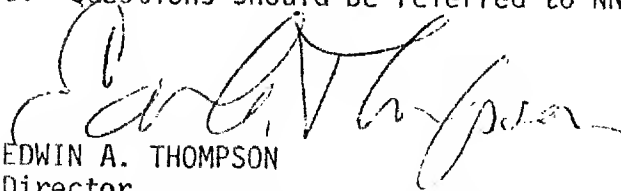
4. Requests by researchers for material identified under this memorandum as "unevaluated intelligence" attributable to CIA, under the mandatory review provisions of E.O. 12065 or the Freedom of Information Act will be reproduced and forwarded for review to:

Information and Privacy Coordinator
Central Intelligence Agency
Room 2E42, Headquarters Building
Washington, DC 20505

5. If there is any doubt as to the attribution of intelligence information in any particular document, it should be shown to the CIA personnel reviewing records at NARS for resolution.

2

6. Questions should be referred to NND, telephone 523-3165.

A handwritten signature in dark ink, appearing to read 'Edwin A. Thompson', is written over the typed name and title.

EDWIN A. THOMPSON

Director

Records Declassification Division

Attachment



4

Date : May 13, 1980

Reply to :
Attn of : NND

Subject: NND Staff Information Memo - CIA #1
Systematic review for declassification of unevaluated
SO, SODB, DB, OO and other field intelligence reports
dated after December 31, 1945 (Revised)

TO : NNDA, NNDG, NNDR

1. The Director of Central Intelligence has determined that unevaluated SO, SODB, DB, OO and other series of field intelligence reports require continued protection beyond 20 years in the interest of national security. (Letter from Stansfield Turner to James B. Rhoads, 16 October 1978.) This determination is applicable to all such reports dated after December 31, 1945 originated by the Strategic Services Unit (SSU) of the War Department, the Central Intelligence Group (CIG) and Central Intelligence Agency (CIA). Excepted from this determination are those reports in the custody of NARS already made available to researchers in response to earlier reviews, mandatory reviews under E.O. 11652 and Freedom of Information Act requests. (Letter Stansfield Turner to James B. Rhoads, 1 December 1978.)

STATINTL

2. Reference to such reports on worksheets, withdrawal notices or in correspondence will cite only the [redacted] number and not any other field station identification numbers and the date of the report.

3. The Director, Information Security Oversight Office has approved the request of the Director of Central Intelligence to waive the 10-year review requirement in Section 3-401 for information in this category. The marking to be applied to such documents as are encountered in the course of systematic review shall appear as follows:

EXEMPT from declassification
per E.O. 12065, Sec. 3-4
Re-review on (enter date 30 years later)

STATINTL

4. Requests by researchers for [redacted] and other series of field intelligence reports under the mandatory review provisions of E.O. 12065 or the Freedom of Information Act will be reproduced and forwarded for review to:

Information and Privacy Coordinator
Central Intelligence Agency
Room 2E42, Headquarters Building
Washington, DC 20505

5. Questions should be referred to NND, telephone 523-3155. Previous staff information memo on this subject, dated December 12, 1978, is hereby superseded

EDWIN A. THOMPSON
Director
Records Declassification Division



5

Date : August 4, 1980

Reply to
Attn of : NND

Subject: NND Staff Information Memo - CIA #2
Systematic review of CIA-attributable material
found in non-CIA originated documents.

TO : NNDA, NNDG, NNDR

STATINTL

1. The Chief, Classification Review Division of the Central Intelligence Agency has requested that we handle "unevaluated intelligence" attributable to CIA, but contained in documents originated by other U.S. agencies, in the same way as is already done with CIA-originated documents containing such intelligence. (Those procedures are specified in NND Staff Information Memo - CIA #1, "Systematic review for declassification of unevaluated [redacted] and other field intelligence reports dated after December 31, 1945 (Revised), dated May 13, 1980.) A copy of the letter detailing the types of documents involved is attached. (Letter, [redacted] to Edwin A. Thompson, 24 March 1980.)

STATINTL

STATINTL

2. Reference to such CIA-attributable material found in non-CIA documents on worksheets, withdrawal notices or in correspondence will identify the apparent source and addressee, subject, date, document and file number in the usual manner (unless such information would divulge classified information) but identify the CIA as the agency responsible for further action.

3. The Director, Information Security Oversight Office has approved the request of the Director of Central Intelligence to waive the 10-year review requirement in Section 3-401 for information in this category. The marking to be applied to such documents as are encountered in the course of systematic review shall appear as follows:

EXEMPT from declassification
per E.O. 12065, Sec. 3-4
Re-review on (enter date 30 years later)

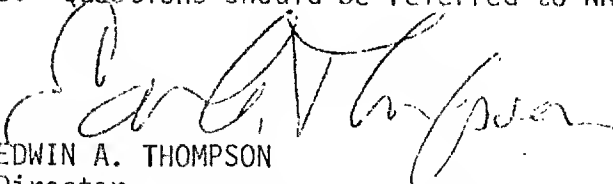
4. Requests by researchers for material identified under this memorandum as "unevaluated intelligence" attributable to CIA, under the mandatory review provisions of E.O. 12065 or the Freedom of Information Act will be reproduced and forwarded for review to:

Information and Privacy Coordinator
Central Intelligence Agency
Room 2E42, Headquarters Building
Washington, DC 20505

5. If there is any doubt as to the attribution of intelligence information in any particular document, it should be shown to the CIA personnel reviewing records at NARS for resolution.

2

6. Questions should be referred to NND, telephone 523-3165.

A handwritten signature in dark ink, appearing to read 'Edwin A. Thompson', is written over the typed name.

EDWIN A. THOMPSON
Director
Records Declassification Division

Attachment

6

8 August 1979

Classification Review Procedure

CRP 79-37

REF: RRP 78-22
CRP 78-38

Correct Recording of Document Number

1. Our ability to match duplicate documents in the DARE system is vital to maintaining consistent review action. As reviewers are aware, the correct and exact recording of information in the three matching fields (document number, title, and creation date) is basic to this ability, since the computer reads and matches everything exactly as recorded including dashes, spaces, commas, etc.

2. An exception has been encountered, however, where document numbers are concerned -- the handwritten number. For example, the [REDACTED] series uses dashes before and after the "A" and commas after every third number reading right to left: [REDACTED] In many cases where the number is written in rather than typed, the person recording the number on the record copy departed from established format by leaving out the punctuation. If these handwritten numbers were recorded in the DARE system exactly as they appear on the document, the computer would be unable to match the report with a correctly typed, disseminated copy found in another file.

3. Therefore, if reviewers find that some document numbers in a record group are handwritten, they should consult the branch chief whose files are under review for the correct document number format before completing Form 4023A.

STATINTL

[REDACTED]
Chief,
Classification Review Division

7

30 August 1979

Classification Review Procedure

CRP 79-39

REF: RRP 78-23

REPROGRAMMING OF DOCUMENT CREATION

Date Field

1. Paragraph 1.K of referenced procedure states that at a minimum reviewers must enter the month and year in the creation date field. Zeros may be entered for the day only, if the exact day is unknown. This is part of the interactive editing process programmed into the system to minimize keying errors.

2. Reviewers have been encountering substantial numbers of documents with no date. The year, however, is known because of the file sequence and should be recorded. The DARE system, therefore, has been reprogrammed to accept the number "13" in the month field when only the year is known. For instance, if an undated document is found in a 1956 file group and the reviewer is reasonably certain that the document is in its proper chronological place, the date should be recorded as 001356.



Chief,
Classification Review Division

STATINTL

6 March 1979

Classification Review Procedure

CRP 79-16

REF: RRP 78-22
CRP 79-9
CRP 79-10

Composition of Titles for Documents Without Titles

1. Reviewers are beginning to encounter a considerable number of documents, such as letters, cables, and some memos, that have no titles. Some have subject lines, however, which should be used as a title and should be recorded exactly as it is written. Follow the instructions in RRP 78-22 for expansion if the subject line needs additional information to make it meaningful.

2. If there is no subject line, the reviewer should compose a title including sequentially the last name of the addressee, the name of his firm or agency as given in the document and the last name of the sender separated by slash marks. If an office designation is used in place of an addressee name, use that. In the absence of either a last name or office designation, first names may be used. Use a maximum of 36 spaces for recording this portion of the title. The remaining 36 spaces will be used for a parenthetical entry concerning the subject of the correspondence. (See examples attached.)

General Reminders on Titles:

STATINTL

1. Refer to CRP 79-9 for instructions on drafting titles for case files. Refer to CRP 79-10 for instructions on drafting titles for daily diaries.

STATINTL

2. All information not actually in the title as given in a document must be enclosed in parentheses so as not to interfere with the computer's matching ability. It follows, therefore, that any title composed in its entirety must be enclosed in parentheses--except in the case of those for which a specific format has been devised, such as letters and daily diaries.

STATINTL

3. Information added for clarity should be added at the end of the title, because the computer stops matching when it hits the first parenthesis.

4. All contrived titles or additions to existing titles should reflect the substance of the document.

5. The portion of a title within parentheses need not adhere strictly to punctuation, and abbreviations are permissible.



Chief,
Classification Review Group

STATINTL

DOCUMENT TITLE

GRAY/DIGITAL SYSTEMS CORPORATION/JOH
(INVITATION TO BID ON DATA STORAGE)

Example 1: The allotted 36 spaces are not sufficient to complete the sender's name

DOCUMENT TITLE

MCCARTHY/U. S. SENATE/DULLES (PERSON
NEL SECURITY CASES BEFORE CSC BOARD)

Example 2: Abbreviations are permissible within the parenthetical portion of the title. Outside parentheses, do not abbreviate. See firm name in Example 1.

DOCUMENT TITLE

FEDERAL CITY COUNCIL/DULLES (LOCATIO
N FOR PROPOSED CIA HEADQUARTERS BL)

Example 3: The only addressee on this letter was the council itself.

DOCUMENT TITLE

CHIEF MIC/BILL (JOINT CIA-MILITARY E
VALUATION OF INDICATIONS INTELLIGENCE)

Example 4: An informal note to the chief of the National Indications center (abbreviated) signed merely "Bill."

27 February 1979

Classification Review Procedure

CRP 79-13

RESCINDS: Part II of RRP 78-2 of 30 January 1978

RELEASE OF NAMES OF AGENCY PERSONNEL

1. In Section 6 of the CIA Act of 1949, as amended, the Agency is exempted, for reasons of security of U.S. foreign intelligence activities, from the provisions of any law requiring the publication or disclosure of, inter alia, the names of its personnel. Executive Order 12065, however, requires that as much information as possible over 20 years old be declassified. If CRG withholds all documents containing names of employees, it will be withholding a substantial amount of material that might otherwise be releasable. Therefore, in cases where the substance of the document does not require continued protection, the following procedure will apply concerning the releasability of names of personnel.

2. The following categories of names are releasable:

- a. Names of directors, deputy directors, and other high-ranking officials or persons who have been officially confirmed as employees of the Agency.
- b. Names of overt employees who are no longer employed by the Agency.
- c. Names of former employees once under cover but designated as overt from EOD at the time their association with the Agency ended.

3. The following are not releasable:

- a. Names of persons still employed by the Agency--both overt and covert--other than high-ranking and officially acknowledged employees.
- b. Names of persons who separated from the Agency in covert status.
- c. Names of persons identified in documents as CIA employees whose records indicate "blocked" during the period in question, even though they may have separated in overt status.
- d. Documents or groups of documents that would provide a list of Agency employees.

4. For CRG review purposes, a list of employees (3.d above) is defined as more than three names. Although this is an arbitrarily chosen figure, it does permit the release of correspondence and intelligence studies that have the name of the releasing official, the name of the drafter, and perhaps the name of an addressee. This represents a significant volume of material that otherwise would have to be held solely because of the presence of names.

5. Documents with no classification marking or those improperly stamped which contain names of Agency employees covered in paragraph 3 above will be classified CONFIDENTIAL or higher (see CRP 79-7 for instructions).

(NOTE: The above procedure does not apply to mandatory and FOIA reviews.)



Classification Review Group

STATINTL

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9 March 1979

Classification Review Procedure

CRP 79-8

HANDLING OF DOCUMENTS WITH NO CLASSIFICATION MARKINGS
OR THOSE MARKED "UNCLASSIFIED," "RESTRICTED," OR "OFFICIAL USE ONLY"

Unmarked Documents:

1. When a document with no classification marking is encountered during the systematic review process, it should be reviewed to determine if the proper security classification marking may have been inadvertently omitted.
2. If classification is necessary, follow the procedure outlined in CRP 79-7.
3. If the unmarked document is determined to be unclassified and may be released, it should be stamped with the reviewer's stamp (to indicate that it has in fact been reviewed), numbered, and checked "declassified."
4. On the data input form the original classification will be indicated as "M" (a new code assigned for unmarked documents). Statistical accounting for this type of review will be noted on the stat sheet in the "declassified" column.

"Unclassified" Documents:

1. If a document is marked "unclassified," it should be reviewed to be sure the information is unclassified, stamped, numbered, and checked "no change in classification."
2. A data input form will be filled out indicating "U" in both the original classification and review classification fields.

"Restricted" Documents (not to be confused with "Restricted Data"):

1. The document should be reviewed to determine if it can be declassified or if it requires a change to "Confidential."
2. Stamp and number the document and check either "declassified" or "Change classification to" as appropriate.

3. Enter "R" in the original classification box and indicate the appropriate review classification on form 4023A.

"Official Use Only" Documents:

1. Such documents should be treated as "unclassified" and a "U" placed in the original classification field on form 4023A.
2. Review the document for sensitivity of information. If classification is necessary, follow instructions in CRP 79-7 and indicate the appropriate review classification on the stamp and on form 4023A.
3. If classification is not necessary, check "no change in classification" on the stamp and enter a "U" in the review classification field.
4. In some cases OUO documents may contain several names of overt Agency employees. Even though CRP 79-13 directs that three or more names constitute a list and will be classified, this CRP provides an exception to that rule in the case of OUO documents.



Chief,
Classification Review Group

STATINTL

STATSPEC

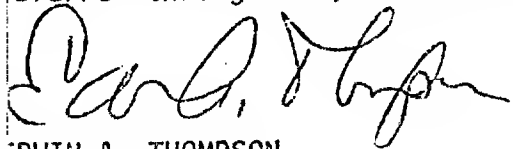
Approved For Release 2002/02/06 : CIA-RDP93B01194R001000180001-1

Next 2 Page(s) In Document Exempt

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. NARS general and specific restriction statements will continue to be applied as in the past.

. Any questions for the Records Review Branch of the CIA should be referred through NND, extension 523-3165.



EDWIN A. THOMPSON

Director

Records Declassification Division

Attachments

STATSPEC

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Next 9 Page(s) In Document Exempt

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GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington, DC 20408



DATE: January 5, 1979

TO:
OF: NND

SUBJECT: Revised procedures for coordination with agency declassification representatives

TO: Agency Declassification Representatives

In order to complete action on projects begun under Executive Order 11652 and to implement the new Executive Order 12065, the National Archives Records Declassification Division (NND) is modifying its procedures. These modifications should decrease the workload of Agency declassification representatives, as they will enable us to keypunch information on individual documents you determine should be exempt from declassification directly from the Declassification Review Worksheets (GSA Form 7130) and provide each agency head with a print-out listing of all documents held for re-review or future automatic declassification at the direction of their representative.

Agency representatives can assist NND in this by using the following procedures for marking actions on the worksheets for documents containing classified information for which your organization is responsible and for foreign or international organization documents held for your examination as the agency of receipt or subject matter interest.

- 1) When you decide to declassify a document which is exclusively in your area of responsibility:
 - a) line through the item on the worksheet,
 - b) write or stamp "Declassified" in the "agency" block of the "Further Action" column,
 - c) date the action, and
 - d) initial the action. (If you cannot personally be identified in this manner on a public document, please discuss this problem with me.)
- 2) When you decide to exempt a document from declassification:
 - a) write or stamp "Hold" in the "agency" block of the "Further Action" column,
 - b) indicate by writing "D" (automatically declassified) or "R" (re-review) and the year when the action will take place in the "D or R/Date" column,
 - c) date the action, and
 - d) initial the action.

2

- 3) When you decide that your agency has no objection to declassification but that coordination with another U.S. agency is required:
- a) write or stamp "No objection by [name of agency] subject to review by [name of another U.S. agency] in the "agency" block of the "Further Action" column,
 - b) date your action, and
 - c) initial the action.

In such cases the Records Declassification Review Branch will review the document under that agency's guidelines and coordinate the review with that agency's representative if necessary.

We also request that whenever possible you downgrade TOP SECRET documents still requiring protection. This will assist us in copying and transmitting the documents if they are requested under mandatory review. Your help and cooperation in this matter will be greatly appreciated.



EDWIN A. THOMPSON
Director
Records Declassification Division

22 October 1979

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Classification Review Procedure

CRP 79-42

REF: CRP 79-1
CRP 79-3
CRP 79-21

NEXT REVIEW DATE OF MATERIAL COVERED BY ISOO 30-YEAR WAIVER

1. Executive Order 12065 requires that all material systematically reviewed on which classification is extended beyond 20 years (or beyond 30 years in the case of foreign government information) shall be re-reviewed in 10 years. The Information Security Oversight Office (ISOO) has granted an exemption from the initial 10-year re-review interval, extending the first interval to 30 years, on the following categories of material:


- Intelligence documents and/or material(s) constituting or containing identifiable foreign government information as defined in Section 6-103 of Executive Order 12065 and Section I F.1 of Information Security Oversight Office Directive No. 1. (This category includes information obtained through liaison arrangements, but not information obtained unilaterally from a source within a foreign government.)
- Information constituting or concerning cryptology, including information on the development and/or use of any method, means, system, technique, procedure, activity, installation, device, material or equipment used for the acquisition, production, or transmission of signals intelligence or for the protection of classified communications or data. (Applies to all codeword material.)
- Information constituting or concerning counterintelligence, defined by Executive Order 12036 of January 24, 1978 (section 4-202) as "...information gathered and activities conducted to protect against espionage and other clandestine intelligence activities, sabotage, international terrorist activities or assassinations conducted for or on behalf of foreign powers, organizations or persons, but not including personnel, physical, document, or communications security programs."
- Information involving or concerning intelligence sources and methods and covered under special access, distribution and protection programs continued or established pursuant to Section 4-2 of Executive Order 12065. (These special access programs are being reviewed by the various government agencies to determine which of them will be covered by this waiver. Do not use this category until notified.)
- Information which identifies any undercover personnel or unit(s) or clandestine human agent(s) of a National Foreign Intelligence Board or

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other United States Intelligence Community member agency; or which otherwise reveals information classifiable under the provisions of Executive Order 12065 concerning intelligence sources, methods or activities including intelligence plans, policies, or operations of such an agency or any element thereof.

- Intelligence reports and other documents which contain information covertly acquired and which bear the legend, "THIS IS UNEVALUATED INFORMATION" or an equivalent marking, or are similar in format or contents to items so marked; and in which the formats used, subject matter, source descriptions or other content would, in collections or aggregates of such reports and/or other documents, reveal the nature, scope or extent of United States intelligence activities in, or in relation to, particular foreign countries or areas or would identify intelligence sources or methods.

2. Reviewers will readily note that the above waiver categories are not synonymous with the retention justification codes established in conformance with the Executive Order, even though there is a direct relationship between the first two categories and codes 21 (foreign government) and 37 (cryptology) respectively. Some of the categories may, in fact, encompass several retention justifications. Reviewers will, therefore, continue to use the most applicable retention justification code for material covered by these waivers, but will indicate "30" in the next review date box on form 4023A and the year (30 years from the date of review) on the review stamp. For material not covered by waivers, continue to indicate "10" in the next review date box and the appropriate year on the stamp.

3. Referenced CRPs are modified herewith to the extent that they concern the next review date of information exempted under the IS00 waiver.


Chief,
Classification Review Division

STATINTL

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PAGE 007

AND MONTH OF 13 IS VALID.....

(OPTIONAL DATA FIELD - MAY BE BLANK)

DOCUMENT IDENTIFICATION NUMBER*****

TWENTY FIVE CHARACTERS (FREE TEXT) INDICATING THE
ORIGINAL DOCUMENT IDENTIFIER ASSIGNED TO A UNIQUE
DOCUMENT BY THE ORIGINATING COMPONENT.....

POSITIONS 1-25 FREE TEXT

(OPTIONAL DATA FIELD - MAY BE BLANK)

ORIGINATING COMPONENT*****

THREE CHARACTERS INDICATING THE COMPONENT RESPONSIBLE
FOR ORIGINATING THE SOURCE DOCUMENT.....

CODE COMPONENT

003	DDA	HS	HISTORY STAFF
004	DCI	ICRMS	INTELLIGENCE COMMUNITY RESOURCE MANAGEMENT STAFF
007	DCI	OIG	OFFICE OF INSPECTOR GENERAL
008	DCI	OLC	OFFICE OF LEGISLATIVE COUNSEL
009	DCI	COMPT	OFFICE OF COMPTROLLER
010	DCI		OFFICE OF THE DIRECTOR
011	DDA	OTR	OFFICE OF TRAINING
012	NFAC	OCR	OFFICE OF CENTRAL REFERENCE
013	NFAC	DER	OFFICE OF ECONOMIC RESEARCH
014	NFAC	NIO	NATIONAL INTELLIGENCE OFFICERS
015	NFAC	CPS	CENTER FOR POLICY SUPPORT

016	NFAC	OCO	OFFICE OF CURRENT OPERATIONS (WAS CURRENT REPORTING GROUP)
017	NFAC	OSI	OFFICE OF SCIENTIFIC INTELLIGENCE (INCLUDING OEL PRIOR TO JULY 1962)
018	NFAC	OGCR	OFFICE OF GEOGRAPHIC & CARTOGRAPHIC RESEA
019	DOST	NPIC	NATIONAL PHOTOGRAPHIC INTERPRETATION CENT
020	NFAC	OPA	OFFICE OF POLITICAL ANALYSIS (WAS OFFICE OF REGIONAL & POLITICAL ANAL)
021			OBSOLETE (WAS CIA OPERATIONS CENTER)
022	NFAC	PPG	PUBLICATIONS & PRESENTATIONS GROUP



026	NFAC	OSR	OFFICE OF STRATEGIC RESEARCH
027	NFAC	OIA	OFFICE OF IMAGERY ANALYSIS
029	NFAC		DIRECTOR NATIONAL FOREIGN ASSESSMENT CENTER
030	DOA		DEPUTY DIRECTOR ADMINISTRATION
031	DOA	OS	OFFICE OF SECURITY
032	OCI	OPPPM	OFFICE OF PERSONNEL POLICY, PLANNING AND MANAGEMENT
033	DOA	OC	OFFICE OF COMMUNICATIONS
034	DOA	ISS	INFORMATION SERVICES STAFF (WAS INFORMATION SYSTEMS ANALYSIS STAFF)
035	DOA	OL	OFFICE OF LOGISTICS
036	OCI	OGC	OFFICE OF GENERAL COUNSEL
038	DOA	OF	OFFICE OF FINANCE
039	DOA	OMS	OFFICE OF MEDICAL SERVICES
040	ODO		DEPUTY DIRECTOR OPERATIONS
041	ODO	AF	AFRICA DIVISION



043 DDO CCS CENTRAL COVER STAFF
 045 DDO CIS COUNTERINTELLIGENCE STAFF
 047 DDO EUR EUROPEAN DIVISION
 048 DDO EA EAST ASIA DIVISION
 049 DDO PCS POLICY & COORDINATION STAFF

051 DDO EPDS EVALUATION PROGRAM DESIGN STAFF
 052 DDO NE NEAR EAST & SOUTH ASIA DIVISION
 053 DDO IMS INFORMATION MANAGEMENT STAFF
 (WAS INFORMATION SERVICES STAFF)
 054 DDO SE SOVIET EAST EUROPEAN DIVISION

056 DDST OTS OFFICE OF TECHNICAL SERVICE
 057 DDO LA LATIN AMERICA DIVISION

060 DDST DEPUTY DIRECTOR SCIENCE & TECHNOLOGY
 061 DDST OSO OFFICE OF SIGINT OPERATIONS
 (INCLUDING CEL AFTER JULY 1962)
 063 DDA OOP OFFICE OF DATA PROCESSING
 064 NFAC OWI OFFICE OF WEAPONS INTELLIGENCE
 065 DDST OOE OFFICE OF DEVELOPMENT & ENGINEERING
 066 DDST ORD OFFICE OF RESEARCH & DEVELOPMENT
 067 DDST SPS SPECIAL PROJECTS STAFF
 070 DDO CMS CAREER MANAGEMENT STAFF
 071 DDO NFIB NFIB COMMITTEE ON EXCHANGES
 075 OCI ICCTS INTELLIGENCE COMMUNITY
 COLLECTION TASKING STAFF

099 NATIONAL ARCHIVES & RECORDS SERVICE
(INCLUDING WNRC & PRESIDENTIAL
LIBRARIES)

200 ODI ORE OFFICE OF REPORTS & ESTIMATES

201 ODI OCO OFFICE OF COLLECTION & DISSEMINATION

202 ODI DCI OFFICE OF CURRENT INTELLIGENCE

203 ODI ONE OFFICE OF NATIONAL ESTIMATES

204 ODI DG OFFICE OF OPERATIONS

205 DCI ICIAC INTELLIGENCE ADVISORY COMMITTEE

206 DCI ICUSB UNITED STATES INTELLIGENCE BOARD

207 ODI ORR OFFICE OF RESEARCH AND REPORTS

208 NFAC CRG CURRENT REPORTING GROUP

209 NFAC OPCEN CIA OPERATIONS CENTER

210 ODI OIC OFFICE OF INTELLIGENCE COORDINATION

211 DDO FI FOREIGN INTELLIGENCE STAFF

212 DCI ADSO ASSISTANT DIRECTOR FOR
SPECIAL OPERATIONS

213 DCI ADPC ASSISTANT DIRECTOR FOR
POLICY COORDINATION

214 ODI DBI OFFICE OF BASIC INTELLIGENCE

215 ODI OBGi OFFICE OF BASIC GRAPHICS
INTELLIGENCE

700 STATE DEPARTMENT

701 DEPARTMENT OF DEFENSE

702 COMMERCE DEPARTMENT

703 FBI

704 NATIONAL SECURITY COUNCIL

705 TREASURY DEPARTMENT

706 WHITE HOUSE

707 US CONGRESS

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708	BUREAU OF THE BUDGET
709	CIVIL SERVICE COMMISSION
710	NUCLEAR REGULATORY COMMISSION AND PREDECESSORS
711	GAO SOURCE DOCUMENT
712	NASA
713	OTHER GOVERNMENT AGENCIES
714	NON-GOVERNMENT ENTITIES (UNIVERSITIES, CONTRACTORS, ETC.)
777	OFFICE OF STRATEGIC SERVICES
888	FOREIGN GOVERNMENT

(OPTIONAL DATA FIELD - MAY BE BLANK)

OFFICE OF PRIMARY INTEREST*****

TWO CHARACTERS INDICATING THE OFFICE RESPONSIBLE FOR THE
ADMINISTRATION OF RECORDS STORED IN AGENCY ARCHIVES
AND/OR RECORDS CENTER.....

CODE	OFFICE
03	DDA HS HISTORY STAFF
04	DCI ICRMS INTELLIGENCE COMMUNITY RESOURCE MANAGEMENT STAFF
06	ODA RCD REGULATION CONTROL DIVISION (WAS REGULATION CONTROL BRANCH)
07	DCI DIG OFFICE OF INSPECTOR GENERAL
08	DCI OLC OFFICE OF LEGISLATIVE COUNSEL
09	DCI COMPT OFFICE OF COMPTROLLER

FILE: OARE

DATA

A

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RUFFING COMPUTER CENTER - VMPROD

PAGE 012

10	OCI		OFFICE OF THE DIRECTOR
11	ODA	OTR	OFFICE OF TRAINING
12	NFAC	OCR	OFFICE OF CENTRAL REFERENCE
13	NFAC	OER	OFFICE OF ECONOMIC RESEARCH
14	NFAC	NIO	NATIONAL INTELLIGENCE OFFICERS
15	NFAC	CPS	CENTER FOR POLICY SUPPORT
16	NFAC	OCO	OFFICE OF CURRENT OPERATIONS (WAS CURRENT REPORTING GROUP..16) (WAS CIA OPERATIONS CENTER..21) (WAS PUBLICATIONS & PRESENTATIONS GROUP-22)
17	NFAC	OSI	OFFICE OF SCIENTIFIC INTELLIGENCE (MERGED WITH OSWR.. 4 MARCH 1980)
18	NFAC	OGCR	OFFICE OF GEOGRAPHIC & CARTOGRAPHIC RESEA
19	OOST	NPIC	NATIONAL PHOTOGRAPHIC INTERPRETATION CENT
20	NFAC	OPA	OFFICE OF POLITICAL ANALYSIS (WAS OFFICE OF REGIONAL & POLITICAL ANAL)
21			OBsolete (WAS CIA OPERATIONS CENTER)
22	NFAC	PPG	PUBLICATIONS & PRESENTATIONS GROUP (MERGED WITH OCO-16)

STATINTL

26	NFAC	OSR	OFFICE OF STRATEGIC RESEARCH
27	NFAC	OIA	OFFICE OF IMAGERY ANALYSIS
29	NFAC		DIRECTOR NATIONAL FOREIGN ASSESSMENT CENTER
30	ODA		DEPUTY DIRECTOR ADMINISTRATION
31	ODA	OS	OFFICE OF SECURITY
32	DCI	OPPPM	OFFICE OF PERSONNEL POLICY, PLANNING AND MANAGEMENT
33	ODA	OC HQ	OFFICE OF COMMUNICATIONS (HQS)
34	ODA	RMD	RECORDS MANAGEMENT DIVISION (WAS RECORDS ADMINISTRATION BRANCH)

FILE: DARE

DATA

A

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RUFFING COMPUTER CENTER - VMPRUD

PAGE 013

35	ODA	OL HQ	OFFICE OF LOGISTICS (HQS)
36	OCI	OGC	OFFICE OF GENERAL COUNSEL
37	DCI	OIGAS	OFFICE OF INSPECTOR GENERAL (AUDIT STAFF)
38	ODA	OF	OFFICE OF FINANCE
39	DDA	OMS	OFFICE OF MEDICAL SERVICES
40	ODO		DEPUTY DIRECTOR OPERATIONS
41	ODO	AF	AFRICA DIVISION

43 ODO CCS CENTRAL COVER STAFF

45 DDO CIS COUNTERINTELLIGENCE STAFF

47 DDO EUR EUROPEAN DIVISION

48 DDO EA EAST ASIA DIVISION

49 DDO PCS POLICY & COORDINATION STAFF

50 DDST OSO OFFICE OF SIGINT OPERATIONS
(WAS DDO DIVISION D)

51 DDO EPOS EVALUATION PROGRAM DESIGN STAFF

52 DDO NE NEAR EAST & SOUTH ASIA DIVISION

53 ODO IMS INFORMATION MANAGEMENT STAFF
(WAS INFORMATION SERVICES STAFF)

54 ODO SE SOVIET EAST EUROPEAN DIVISION

56 DDST OTS OFFICE OF TECHNICAL SERVICE

57 ODO LA LATIN AMERICA DIVISION

60 DDST DEPUTY DIRECTOR SCIENCE & TECHNOLOGY

61 DDST OSO OFFICE OF SIGINT OPERATIONS

FILE: DAGE DATA A

63	DDA	OOP	OFFICE OF DATA PROCESSING
64	NFAC	OSWR	OFFICE OF SCIENTIFIC WEAPONS RESEARCH (WAS OFFICE OF WEAPONS INTELLIGENCE)
65	DDST	OCE	OFFICE OF DEVELOPMENT & ENGINEERING
66	DDST	ORD	OFFICE OF RESEARCH & DEVELOPMENT
67	DDST	SPS	SPECIAL PROJECTS STAFF (NOW DDD&T..60)
70	DDO	CMS	CAREER MANAGEMENT STAFF
71	DDO	NFIB	NFIB COMMITTEE ON EXCHANGES
75	DCI	ICCTS	INTELLIGENCE COMMUNITY COLLECTION TASKING STAFF
76	DCI	OPA	OFFICE OF PUBLIC AFFAIRS
77	DCI	NSC	DCI/NATIONAL SECURITY COUNCIL

99 OTHER

TYPE DOCUMENT*****

TWO CHARACTERS INDICATING THE PHYSICAL TYPE AND/OR
STORAGE MEDIA OF THE DOCUMENT BEING REVIEWED FOR
DECLASSIFICATION.....

CODE	TYPE
01	LETTER
02	MEMORANDUM
03	REPORT
04	DIRECTIVE
05	FORM

06 CONTRACT
 07 NON-TEXTUAL
 (MICROGRAPHICS,ADP TAPE,
 MOVIE FILE,ETC)
 08 GRAPHIC
 (MAPS,CHARTS,ETC)
 09 CABLE
 10 DISPATCH
 11 NOTICES AND REGULATIONS
 12 FOLDER
 13 INTER-DEPARTMENTAL MATERIAL
 30 OTHER

ORIGINAL CLASSIFICATION*****

ONE CHARACTER INDICATING THE INITIAL SECURITY CLASSIFICATION
 ASSIGNED TO A DOCUMENT BY THE ORIGINATING COMPONENT.....

NOTE: DOCUMENTS NOT MARKED WITH AN ORIGINAL CLASSIFICATION
 ARE ASSUMED TO BE UNCLASSIFIED.....

UNMARKED DOCUMENTS WILL BE CODED 'M' IN THE ORIGINAL
 CLASSIFICATION CODE FIELD INDICATING (UNCLASSIFIED-
 UNMARKED).....

COMPUTER SOFTWARE PROGRAMS WILL CONVERT THE 'M'
 TO 'U*' (UNCLASSIFIED-UNMARKED ORIGINAL
 CLASSIFICATION).....

CODE	CLASSIFICATION
U	UNCLASSIFIED
M	UNCLASSIFIED (UNMARKED DOCUMENT)
R	RESTRICTED

FILE: DARE DATA A RUFFIN COMPUTER CENTER - VIP ROOM

PAGE 016

C CONFIDENTIAL
S SECRET
T TOP SECRET

CODE 'M' WILL BE CHANGED TO U IN THE UPDATE
PROGRAM (DECUPDT) AND AN '**' WILL BE INSERTED
INTO POSITION 20 OF THE DARE MASTER RECORD...

(ORIGINAL CLASSIFICATION CODE SUFFIX.....)

ORIGINAL CLASSIFICATION CODE SUFFIX*****

COMPUTER GENERATED DATA FIELD.....

ONE CHARACTER (*) INDICATING THE DOCUMENT BEING REVIEWED
HAS NO CLASSIFICATION MARKINGS.....

SEE DATA ELEMENT...ORIGINAL CLASSIFICATION.....

NUMBER OF PAGES*****

FOUR CHARACTERS INDICATING THE NUMBER OF PAGES A
DOCUMENT CONTAINS. WHEN THE MEDIA BEING REVIEWED
IS NON-TEXTUAL, NUMBER OF PAGES WILL RELATE TO THE
ACTUAL MEDIA UNIT: I.E.....ONE REEL OF FILM....
ONE CHART....ONE MAP....ETC.....

POSITIONS 1-4 0001 THRU 9999

DOCUMENT TITLE*****

SEVENTY TWO CHARACTERS (FREE TEXT) INDICATING THE
TITLE/SUBJECT OF THE DOCUMENT BEING REVIEWED.....

POSITIONS I-T2 FREE TEXT

FILE: DARE DATA A

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RUFFING COMPUTER CENTER - VMPCDD

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REVIEW CLASSIFICATION*****

ONE CHARACTER INDICATING THE SECURITY CLASSIFICATION
OF A DOCUMENT UPON COMPLETION OF REVIEW FOR DECLASS-
IFICATION.....

CODE	CLASSIFICATION
U	UNCLASSIFIED
C	CONFIDENTIAL
S	SECRET
T	TOP SECRET
X	PENDING COORDINATION (INTRA-AGENCY COORDINATION)
Z	CLASSIFICATION RETAINED (DOCUMENT CONTAINS INTER-AGENCY INFO)

(IF REVIEW CLASSIFICATION = U OR X, RETENTION
JUSTIFICATION & NEXT REVIEW DATE MUST BE BLANK)

(IF REVIEW CLASSIFICATION = C,S,T, OR Z RETENTION
JUSTIFICATION & NEXT REVIEW DATE MUST BE CODED)

RETENTION JUSTIFICATION*****

TWO CHARACTERS INDICATING THE REASON FOR A DOCUMENT
BEING RETAINED AS CLASSIFIED UPON COMPLETION OF
REVIEW FOR DECLASSIFICATION.....

*****THE FOLLOWING CODES ARE EFFECTIVE 01 DEC 1978*****

CODE	JUSTIFICATION
20	(A) MILITARY PLANS, WEAPONS, OR OPERATIONS;
21	(B) FOREIGN GOVERNMENT INFORMATION;
22	(C) INTELLIGENCE ACTIVITIES, SOURCES OR METHODS;
23	(D) FOREIGN RELATIONS OR FOREIGN ACTIVITIES OF THE UNITED STATES;
24	(E) SCIENTIFIC, TECHNOLOGICAL, OR ECONOMIC

MATTERS RELATING TO THE NATIONAL
SECURITY;

- 25 (F) UNITED STATES GOVERNMENT PROGRAMS FOR
SAFEGUARDING NUCLEAR MATERIALS OR FACILITIES;
AND INFORMATION PROTECTED BY THE ATOMIC ENERGY
ACT OF 1954, AS AMENDED;
- 26 (G) OTHER CATEGORIES OF INFORMATION WHICH ARE
RELATED TO NATIONAL SECURITY AND WHICH
REQUIRE PROTECTION AGAINST UNAUTHORIZED
DISCLOSURE;
- 27 (G)I. INFORMATION WHICH COULD PLACE A PERSON
IN JEOPARDY;
- 37 (H) CRYPTOLOGIC INFORMATION REQUIRING PROTECTION
IN ACCORDANCE WITH PROCEEDURES PROMULGATED BY
THE SECRETARY OF DEFENSE PURSUANT TO E.O.
12065 AND APPROVED AS TO INTELLIGENCE SOURCES
AND METHODS BY THE DIRECTOR OF CIA, OR
PERTAINS TO OTHER CRYPTOGRAPHIC MATTERS
REQUIRING SUCH PROTECTION.
- 50 DOCUMENT CONTAINS INFORMATION SUPPLIED TO CIA
BY ANOTHER US GOVERNMENT AGENCY;

THE FOLLOWING CODES ARE OBSOLETE EFFECTIVE 01 DEC 1978
HOWEVER, THEY PERTAIN TO ALL RECCROS REVIEWED PRIOR
TO THE ABOVE DATE.....

CODE	JUSTIFICATION
01	IDENTIFICATION OF SOURCES OR METHOD
02	FOREIGN GOVERNMENT INFORMATION
03	CRYPTOGRAPHIC, COMINT, OR ELINT DEVICES OR SYSTEMS
04	ESSENTIAL DEFENSE, OIFLCMATIC, OR INTELLIGENCE OPERATIONS
05	POSSESSION OR COLLECTION CAPABILITY OF INFORMATION
06	WEAKEN U.S. MILITARY CAPABILITY
07	REVEAL U.S. PLANS OR CAPABILITIES TO FOREIGN NATIONS

- 08 WEAKEN U.S. DIPLOMATIC CAPABILITIES
- 09 PROVIDE AN ADVANTAGE OF A TECHNICAL, DEFENSE, OR INTELLIGENCE NATURE
- 10 INCREASE INTERNATIONAL TENSIONS OR IMPAIR U.S. FOREIGN POLICY
- 11 BASIC SCIENTIFIC RESEARCH UNDER THE AEC ACT OF 1954
- 12 US NUCLEAR CAPABILITIES

(DATA FIELD REQUIRED ONLY IF REVIEW CLASSIFICATION = C,S,T, OR Z.....)

NEXT REVIEW DATE*****

TWO CHARACTERS INDICATING THE TIME FRAME (YY) WHEN A DOCUMENT WHICH RETAINS CLASSIFICATION AS A RESULT OF INITIAL REVIEW WILL BE SUBJECT TO RE-REVIEW....

POSITIONS 1-2 10 YEARS FOR ALL DOCUMENTS EXCEPT THOSE WITH RETENTION JUSTIFICATION CODE 21...FCREIGN GOV'T INFO..... AND THOSE COVERED BY..... ISOD 30 YEAR WAIVER.....

01-20 YEARS FOR ALL DOCUMENTS WITH RETENTION JUSTIFICATION CODE 21..

30 YEARS FOR DOCUMENTS WITH ISOD WAIVER.....

(DATA FIELD REQUIRED ONLY IF REVIEW CLASSIFICATION = C,S,T, OR Z.....)

PROGRAM DECEDIT OUTPUTS NEXT REVIEW DATE AS A FOUR CHARACTER DATE.....

DATA ELEMENT (REVIEW DATE..ODMMYY) WILL BE POSITIONS 3 & 4 (---YY).....

IF (YY) < 77, POSITIONS 1 & 2 = 20 (20YY).....

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IF (YY) = OR > 77, POSITIONS 1 & 2 = 19 (19YY)....
 ADD NEXT REVIEW DATE (XX) TO OUTPUT DATE...

REVIEW COORDINATION*****

TWENTY CHARACTERS (FREE TEXT) INDICATING.....

- (1)...THE INTRA-AGENCY COMPONENTS WITH WHICH A DOCUMENT IS BEING COORDINATED PRIOR TO DETERMINING THE ACTUAL REVIEW CLASSIFICATION.....THE REVIEW CLASSIFICATION WILL BE AN 'X'.....
- (2)...THE INTER-AGENCY COMPONENTS WHICH PROVIDED INFORMATION INCLUDED IN A DOCUMENT GENERATED BY CIA WHICH REQUIRES CONTINUED PROTECTION.....THE REVIEW CLASSIFICATION WILL BE A 'Z'.....
- (3)...THE DECAL CASE NO. WHEN THE DOC. HAS BEEN DECLASSIFIED AND RELEASED UNDER FOIA. (OR OTHER IPO REFERENCES)

POSITIONS 1-20 FREE TEXT
 (OPTIONAL DATA FIELD)

DOCUMENT STATUS CODE*****

ONE CHARACTER CODE INDICATING THE STATUS OF A DOCUMENT UPON COMPLETION OF REVIEW AND DECLASSIFICATION. THE STATUS CODE WILL BE COMPUTER GENERATED AS FOLLOWS....

NOTE:.....REVIEW CLASS.....Z.....
 Z IS USED TO INDICATE A DOCUMENT IS CONSIDERED UNCLASSIFIED AS FAR AS CIA IS CONCERNED, HOWEVER; THE DOCUMENT CONTAINS CLASSIFIED DATA BELONGING TO ANOTHER GOVERNMENT AGENCY.....THEREFORE... THE DOCUMENT WILL BE RETAINED AT THE....
CONFIDENTIAL LEVEL.....

ORIGINAL	REVIEW	STATUS
CLASS	CLASS	CODE

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U	U	UNCLASSIFIED.....1
R,C,S,T	U	UNCLASSIFIED-DOWNGRADED...2
C	C	CLASSIFIED-NO CHANGE.....3
S	S	CLASSIFIED-NO CHANGE.....3
T	T	CLASSIFIED-NO CHANGE.....3
S	C	CLASSIFIED-DOWNGRADED.....4
T	C,S	CLASSIFIED-DOWNGRADED.....4
U	C,S,T	CLASSIFIED-UPGRADED.....5
K	C,S,T	CLASSIFIED-UPGRADED.....5
C	S,T	CLASSIFIED-UPGRADED.....5
S	T	CLASSIFIED-UPGRADED.....5
U,R,C,S,T	X	CLASSIFICATION PENDING....6 (INTRA-AGENCY COORDINATION)
U,R	Z	CLASSIFIED-UPGRADED.....7
C	Z	CLASSIFIED-NO CHANGE.....7
S,T	Z	CLASSIFIED-DOWNGRADED.....7 (INTER-AGENCY INFORMATION)

DOCUMENT DISPOSITION CODE*****

ONE CHARACTER CODE INDICATING THE DISPOSITION OF A DOCUMENT
UPON COMPLETION OF REVIEW FOR DECLASSIFICATION.....

CODE	DISPOSITION
0	DOCUMENT STORED IN RECORDS CENTER OR ARCHIVES
1	DOCUMENT STORED IN RECORDS CENTER OR ARCHIVES, BUT HAS BEEN REPORTED TO NARS VIA FORM 325
2	DOCUMENT HAS BEEN RELEASED TO NARS
3	DOCUMENT HAS BEEN RELEASED TO ANOTHER GOV'T AGENCY
9	DOCUMENT HAS BEEN DESTROYED

NOTE....CODE 0 WILL BE COMPUTER GENERATED UPON
A DOCUMENT ENTERING THE AUTOMATED SYSTEM
THE FIRST TIME.....

CODE 1 WILL BE COMPUTER GENERATED UPON

PREPERATION OF FORM 325

DOCUMENT DISPOSITION DATE*****

SIX CHARACTERS (DDMMYY) INDICATING THE EFFECTIVE DATE
OF THE DOCUMENT DISPOSITION CODE.....

POSITIONS 1-2 DAY
3-4 MONTH
5-6 YEAR

IF DISPOSITION CODE = 0, THE DATE OF REVIEW WILL BE
THE DISPOSITION DATE.....

IF DISPOSITION CODE = 1, THE AUTOMATED SYSTEM WILL
INPUT CURRENT DATE INTO THE DATE.....

DOCUMENT DISPOSITION NARRATIVE*****

FIVE CHARACTERS (FREE TEXT) INDICATING A NARRATIVE
DESCRIPTION OF DOCUMENT DISPOSITION.....

DISPOSITION CODE 3 (DOCUMENT RELEASED TO ANOTHER
GOV'T AGENCY) WILL BE THE ONLY TIME NARRATIVE IS USED...
DISPOSITION NARRATIVE WILL INDICATE THE AGENCY
WHERE THE DOCUMENT HAS BEEN SENT.....

CHANGE CODE*****

TWO CHARACTERS INDICATING THE TYPE OF CHANGE
AN INPUT RECORD INTO THE DECLASSIFICATION
SYSTEM IS TRYING TO EFFECT.....

CHANGE CODE IS CONVERTED IN THE DECLASSIFICATION
EDIT PROGRAM (DECEOIT) TO A TRANSACTION CODE...

INPUT CODE	OUTPUT CODE	ACTION
A1	10	NEW DOCUMENT
CI	15	CHANGE DOCUMENT

FILE: DARE

DATA A

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D1	05	DELETE DOCUMENT
R1	20	RE-REVIEW DOCUMENT

TRANSACTION CODE*****

SEE CHANGE CODE.....

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(Unmarked Portions are Unclassified)

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Words, Abbreviations and Other Indicators
Usually Connected with Classified
Intelligence Sources and Methods

1. The following indicators or key phrases may appear as references or in the body of documents such as incoming or outgoing telegrams and airgrams, internal memoranda, inter-agency correspondence, memoranda of conversation, and official communications:

25X



- (d) Statements such as "a recent intelligence report...", "intelligence reports indicate that...", "a clandestine report (or sources)...", or "a covert source...", are normally followed by information from the reports.

*Note: The indicators cited in (a) and (b) should be deleted.

2. Intelligence information may carry one or more markings intended to control its use and dissemination. Since normal Foreign Service reporting does not carry intelligence markings, the appearance of one or more of the following controls on a document indicates that intelligence information is included therein:

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25X1A

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- (a) Controls prior to 1962:

INTELLIGENCE COMPONENTS ONLY

LIMITED

NSC PARTICIPATING AGENCIES ONLY

NOT RELEASABLE TO FOREIGN NATIONALS

- (b) Additional controls in use between 1962 and October 1975:

CONTROLLED DISSEM

NO FOREIGN DISSEM (Abbrev. NOFORN)

- (c) In 1972 an implementing directive to E.O. 11652 established the control marking:

WARNING NOTICE-SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED (Abbrev. WNINTEL)

- (d) Controls in use since October 1975:

NOT RELEASABLE TO FOREIGN NATIONS (Abbrev. NOFORN)

DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR (Abbrev. ORCON)

NOT RELEASABLE TO CONTRACTORS OR CONTRACTOR CONSULTANTS (Abbrev. NO CONTRACT)

NFIE (formerly USIB) DEPARTMENTS ONLY (Abbrev. NFIEONLY or USIBONLY)

CAUTION--PROPRIETARY INFORMATION INVOLVED (Abbrev. PROPIN)

3. Other markings:

- (a) Group 1 - Excluded from Automatic Downgrading and Declassification

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Replaced in March 1972 by:

- (b) Exemption from General Declassification Schedule of E.O. 11652, Exemption Category: 5(B)(2) (Abbrev. XGDS-2)

Replaced in December 1978 by:

- (c) Extended or Review Declassification Schedules under E.O. 12065 (Abbrev. XDS-2 or RDS-2, followed by a date more than six years from date of origin, and the name of the authorizing official).

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Next 1 Page(s) In Document Exempt